



IGATI Curriculum Review Board



Topics

Mission Statement

Board Membership

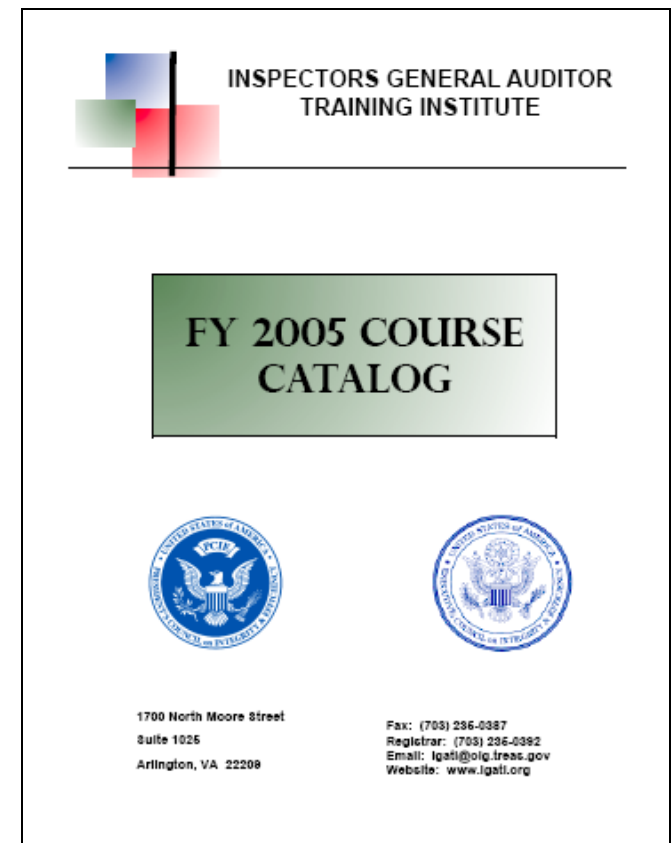
Prior IGATI Curriculum Review

Significant Agreements Among Board Members

Review Approach

Review Groups

Concurrent PCIE Initiative - Core Competencies Study Phase III





IGATI Curriculum Review Board



Mission Statement

We will assist the PCIE Audit Committee in achieving its strategic goal to identify and provide **useful, relevant, and cost-effective** training at IGATI for auditors working in the various IG offices.



IGATI Curriculum Review Board



Board Membership

AID OIG	-- Joe Farinella
Commerce OIG	- Lex Stefani
Defense OIG	- Keith West, Patricia Brannin, Judith Padgett
Education OIG	- Helen Lew
Energy OIG	- Linda Snider, John Lucas
EPA OIG	- Melissa Heist, John Walsh
FHFB OIG	- Jay Jacobsen
GSA OIG	- Andy Patchen
HUD OIG	- Mike Phelps
Interior OIG	- Kimberly Elmore, Joseph Ansnick
Navel Audit Service	- Randall Exley, Dave Evans, Jonathan Kleinwaks, Don Oliveros, Richard Leach
SSA OIG	- Gale Stone, Rona Rustigan
Treasury OIG	- Marla Freedman (Chair), Bob Taylor, Don Kassel



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Prior IGATI Curriculum Review

Last comprehensive curriculum review of IGATI was completed in February 2001. The working group was led by the Department of Defense OIG, with participation by the OIGs at Office of Personnel Management, Transportation, and Treasury.

Review focused on fiscal year 2000 course offerings. The working group reviewed course evaluations, course materials, and discussed the various courses with selective instructors. The group also talked to former students, managers, and training officers at selected OIGs. OIGs were also surveyed about auditor training.

The working group found that the IGATI curriculum generally met the needs of the IG audit community. The group recommended:

- ⇒ Revisions to the curriculum for 12 courses
- ⇒ Revision of information systems auditing courses to bring the courses more in line with auditing needs

Prior IGATI Curriculum Review (Cont'd)



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- ⇒ Addition of courses in contracting for audit services, flowcharting and other process evaluations, and tailoring the Audit Process for Non-Auditors course to create new or additional course offerings
- ⇒ A formalized review of course content be conducted on a pre-determined schedule to ensure skills taught are current and meet the IG audit community's needs
- ⇒ Revision to the student evaluation forms and follow-up evaluations
- ⇒ Use of an instructional designer
- ⇒ Use of distance and technology-based learning



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Significant Agreements Among Board Members

- ⇒ IGATI should not be expected to meet ALL the training needs of the OIG Audit Community at ALL levels. We will look for IGATI's niche or "competitive advantage"
- ⇒ We will consider just-in-time type training for community-wide new initiatives where training is not available elsewhere
- ⇒ Board should be a standing committee within the FAEC, with annual rotation of the Chair
- ⇒ We will assess courses in the following manner: (1) break into subgroups with assigned areas of review, (2) allocate the universe of IGATI courses to each subgroup, (3) commit to "reviewing" each course at least once every 3 years, (4) establish consistent method for review, and (5) report results



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Review Approach

- ⇒ Review course materials – to gain an overall understanding of the course content
 - Are the materials current?
 - Are the materials relevant to the course objectives?
 - Are the materials substantive?
 - Are the materials complete (no obvious gaps)?
 - Do the materials build upon prerequisite courses?
 - Are the materials useful as a reference resource back at the office?
- ⇒ Analyze student evaluations for classes held during the past 2 years – to gain an understanding of the prior students' reaction to the course right after taking the course
 - We will note any recurring themes from narrative comments
 - Identify significant trends, e.g., general improvement/decline in composite scores, recurring positive/negative scores and comments for certain modules



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Review Approach (Cont'd)

- ⇒ Conduct focus group interviews with former students and their supervisors - to gain an understanding of the usefulness of the course at the workplace
- ⇒ Observe a live class - to gain an understanding of the overall effectiveness of course delivery
- ⇒ Reach a consensus on the strengths and weaknesses of the course and tentative recommendations to the IGATI Director. Subgroup is also to consider whether IGATI should continue to offer the course based on factors such as (1) low demand, (2) lack of a good fit with IGATI's mission, (3) availability of similar training from other vendors at significantly lower cost, and (4) course overtaken by events
- ⇒ Prepare Report
 - Draft report presented for review and comment to IGATI Director
 - Final report provided to the PCIE Audit Committee through the ICRB Chair



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Review Groups

We established four groups to review each category of IGATI course offerings. Because of the significant number of offerings in the Performance Audit category, we needed three subgroups to provide the coverage of these courses.

The groups are as follows:

Information Technology Courses - **FHFB Lead, Education** Support

Communication Courses - **Naval Audit Service Lead, HUD** Support

Performance Audit Courses - **Defense Lead**

Subgroup 1: **Treasury** Support, **DOE** Support

Subgroup 2: **SSA** Support, **EPA** Support

Subgroup 3: **Commerce** Support, **GSA** Support

Financial Statement Audit Courses - **AID Lead, DOI** Support

Course Review Priority and Schedule



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⇒ "Bread and Butter" Courses

- Introductory Class
- Intermediate Class
- AIC Class
- Fraud Auditing Class
- TeamMate Class

⇒ Classes that Received the Lowest Student Ratings

⇒ For fiscal year 2005, each group/subgroup will review 2 courses, issuing their reports finalized no later than October 15, 2005. By November 30, 2005, Treasury plans to prepare a roll-up for the Audit Committee of all fiscal year 2005 courses reviewed.

⇒ Going forward, each group/subgroup will review 3 courses each successive fiscal year, with a roll-up each fiscal year. Based on this schedule, the Board will hold to its commitment to review all IGATI courses at least once every 3 years.



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Fiscal Year 2004 Student Evaluations				
Course	Sessions Held	Composite Scores		
		Highest	Lowest	Average
Introductory Auditor Training	9	4.82	4.43	4.61
Intermediate Auditing	5	4.80	4.48	4.61
IS Audit 1: Basic	4	5.00	4.68	4.87
Auditor-in-Charge	4	4.28	4.76	4.53
Team Mate	3	4.94	4.69	4.82
Ethics	3	4.36	4.11	4.20
Peer Review	3	4.83	4.58	4.73
Essential of Report Writing	3	4.74	4.40	4.61
IS Audit Concepts/Fin & Prog	2	4.82	4.64	4.73
Fraud Auditing	2	4.59	4.42	4.51
IS Audit 1: Security	2	4.69	4.44	4.57
FAM	2	4.73	4.53	4.63
IDEA	2	4.94	4.70	4.82
Enhanced Interview Skills	2	4.77	4.74	4.76
Analyt Tech/Improve Proc	2	4.79	4.38	4.59
Making Eff Audit Pres	2	4.89	4.73	4.81
The Audit Process	2	4.82	4.78	4.80



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Fiscal Year 2004 Student Evaluations				
Course	Session s Held	Composite Scores		
		Highest	Lowest	Average
Data Gathering & Anal	2	4.88	4.55	4.72
Essential Skills & Tech	2	4.60	4.36	4.48
Analysis/Eval & Inspectors	2	3.86	3.72	3.79
Editing Reports	2	4.80	4.19	4.50
FISCAM	2	4.92	4.63	4.78
Practical Appl/Stat Sampling	2	4.42	4.08	4.25
Oversight/Federal Financial	2	4.58	4.53	4.56
Contract & Proc. Fraud	1			4.90
Team Building	1			4.85
Internet	1			4.88
MS Access	1			4.42
Auditing Fed. Contract	1			3.99
Enhanced Testim/Brief	1			4.80
Writing to the Point	1			4.73
Using MS Word/Auto Reports	1			5.00
Electronic Audit Distrib Report	1			4.82
Essential of FFA	1			4.58
Conferencing	1			4.75



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Fiscal Year 2004 Student Evaluations				
Course	Session s Held	Composite Scores		
		Highest	Lowest	Average
Overall				4.62



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Course Review Schedule

(√ - "Bread and Butter" Course; ☹ - Student Score Below 4.50)

<i>Courses to be reviewed during fiscal Year 2005</i>	<i>Group</i>
Making Effective Audit Presentations	Communication
Essentials of Report Writing	Communication
☹ Ethics	Financial
Introduction to the Financial Audit Manual	Financial
Introduction to the Federal Information Systems Controls Audit Manual	IT
IS Audit 1: Basic Information Systems Auditing	IT
√ Fraud Auditing: Theory and Awareness	Performance
☹ Auditing the Federal Contracting Process	Performance
√ TeamMate-Electronic Workpapers	Performance
☹ Practical Applications of Statistical Sampling	Performance
☹ Essential Skills and Techniques for Evaluators and Inspectors	Performance
√ The New Auditor in Charge	Performance



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Course Review Schedule

(√ - "Bread and Butter" Course; ☹ - Student Score Below 4.50)

<i>Courses to be reviewed during fiscal year 2006</i>	<i>Group</i>
☹ Editing Reports	Communication
Enhanced Interview Skills	Communication
Conferencing to Enhance the Audit Process	Communication
Essentials of Federal Financial Auditing	Financial
Oversight of Federal Financial Audits	Financial
IS Concepts for Program and Financial Auditors	IT
How to Use IDEA 2002 Software	IT
Data Gathering and Analysis with IDEA 2002	IT
√ Introductory Auditor Training	Performance
√ Intermediate Auditing	Performance
The Peer Review Process	Performance
The Audit Process: An Introduction for Non-Auditors	Performance
Planning (New Class)	Performance
Audit Evidence and Documentation (New Class)	Performance



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Course Review Schedule	
(✓ - "Bread and Butter" Course; ☹ - Student Score Below 4.50)	
Team Building	Performance
Analytical Techniques and Tools for Improving Processes	Performance
Analysis for Evaluators and Inspectors	Performance
<i>Courses to be reviewed during fiscal year 2007</i>	<i>Group</i>
Writing to the Point	Communication
Fundamentals of Information Systems for Audit Managers (New Class)	IT
IS Audit 2: Information Systems Security	IT
Evolving Roles for Auditors in Government Performance Measurement (New Class)	Performance
Performance Management and Accountability Systems (New Class)	Performance
Auditing Performance Systems, Measures, and Reports (New Class)	Performance
Auditing Performance of Government Programs (New Class)	Performance
Certified Government Audit Professional (CGAP) Exam Review & Preparation (New Class)	Performance



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Course Review Schedule

(✓ - "Bread and Butter" Course; ☹ - Student Score Below 4.50)

Contract and Procurement Fraud

Performance



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Concurrent PCIE Initiative - Core Competencies Study Phase III

Part of an initiative by the HR Committee to establish and improve professional development programs for the IG Community.

Purpose is to (1) identify a curriculum that represents the core competencies and best practices of the industry and (2) assess the ability of the Inspectors General Training Academies and Institutes, including IGATI, to support the training needs of the IG community.

The Study is focused on curriculum that addresses the core competencies of Leadership, Management, and Team Skills as opposed to Occupational Mastery.

In contrast, the Board's mission is focused on assisting the PCIE Audit Committee in achieving its strategic goal to identify and provide **useful, relevant, and cost-effective** training at IGATI for auditors working in the various IG offices.



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Concurrent PCIE Initiative - Core Competencies Study Phase III (Cont'd)

One of the Core Competencies Study's primary assessment tools for collecting information on each of the IG professional institutes' curriculum is an extensive survey document to be completed by each IG professional institute (a self-assessment).

In contrast, the Board's assessment will include a review of course material, a review of the course's student evaluations, focus groups with former students and supervisors of former students, and observation of the live course.



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Questions